BMC2 2024 Coordinator Quality Improvement Project Upload Guide

1. Go to the [BMC2 Peer Review Uploader Website](#) Uploader website using Chrome, Firefox, or Microsoft Edge. *Do not use Internet Explorer. You will not be able to upload files using Internet Explorer.*
2. Enter your site number in the **Identifier** field.
3. Select **See Case Lists**.

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4. A list of projects will display. Locate **Phase: PCI-QI-2024_2025**
5. Click on the **upload series icon** that corresponds to the year of the project(s) you are uploading.

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6. The **Upload 2024 or 2025,** screen will display. Click on the **Choose Files** button.

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7. Locate your file on your computer (2 QI summaries are required, if uploading additional files they must be in .doc, .pdf, .ppt format.
8. Click on the **file**.
9. Select the **Open** button or drag the file to the "Drag and Drop files here" box.
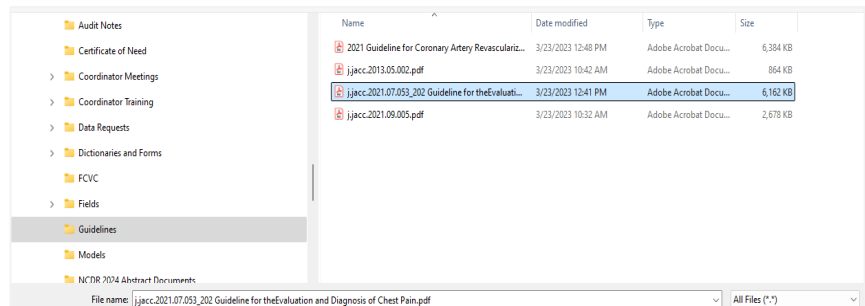
10. You will see the **Upload** box again. You know that your file has uploaded when you see the green bar and the word "Processed."
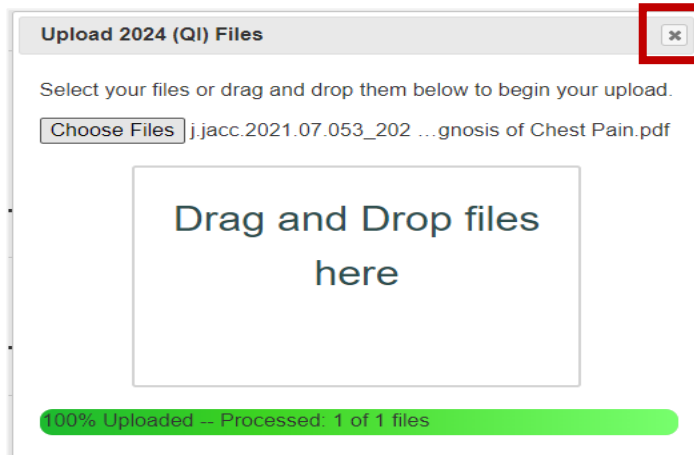
11. Select the next file you want to upload for that timeframe and repeat steps 7-9. You will only see "1 of 1 files" even if you upload multiple files.

12. Click on the "X" in the top right corner of the screen when you have uploaded all the files for that timeframe.

Upload 2024 (QI) Files ✖

Select your files or drag and drop them below to begin your upload.

Choose Files | j.jacc.2021.07.053_202 …gnosis of Chest Pain.pdf

Drag and Drop files here

100% Uploaded -- Processed: 1 of 1 files

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13. Click on the reload icon ↻ to refresh the page.

← → ↻ | dicom.bmc2.org

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14. View series symbol will change from gray to black when files are successfully uploaded. Click on that symbol to view a list of the files you have uploaded.

Phase: PCI-QI-2024_2025

Case	Status		2024
▮-qi	Collecting	⁝⁝	⬆

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15. View the "Series" list which displays the projects that you have uploaded.

View Series List ✖

Series	Upload Date
2018 European Myocardial Revasc Guidelines_AcroBrwEx_ehy394.pdf_ADW576B.tmp.pdf	2024-09-30 16:45:21
LM JACC Asia_20221-s2.0-S2772374722000357-main (1).pdf	2024-09-30 16:45:39

Status	PDF

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16. Repeat steps 4-15 to upload the other set of QI project files.

2024		2025	
⁝⁝	⬆	⁝⁝	⬆